PROGRAM RECORDS

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	FILES MAINTENANCE AND DISPOSITION PLAN		Date Prepared			
1. 0	ffice of Record	2. Prepared by				
3. Name	and Position Title of RMLO	4. Signature of RMO				
FILES PLAN						
ITEM NO.	TITLE OR DESCRIPTION OF RECORD SERIES B	DISPOSAL INSTRUCTIONS (insert disposition instructions for each record series including cutoff, retirement and destruction actions.) C				

ADMINISTRATIVE RECORDS

	FILES MAINTENANCE AND DISPOSITION PLAN			Date Prepared		
2. Office of Record			Prepa	red by		
3. Name and Position Title of RMLO			Signa	ture of RMO		
FILES PLAN						
ITEM NO.	TITLE OR DESCRIPTION OF RECORD SERIES B	DISPOSAL INSTRUCTIONS (insert disposition instructions for each record series including cutoff, retirement and destruction actions.) C				